

SECRET

30 NOV 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 27 November 1970

1. Co-Op Education: Letters have been sent to seven of last year's Summer Interns in area studies inviting them back next summer or offering them full-time positions in the event they will complete their education before next summer. Of the remaining six in this field, one has been employed as a staff employee in the Office of Economic Research and one in the Office of Current Intelligence, two have been selected for the Career Training Program next summer, one has elected to stay in school for further education, and one is entering the Armed Forces.

2. Position Classification:

a. A meeting was held with officials in the Western Hemisphere Division to initiate a survey of all their elements in Headquarters and the Field.

b. The Engineering Division of the Office of Communications is under review. Some 200 positions will be covered by this survey.

c. The reorganization of the Research and Reference Division of NFIC, covering some 150 positions, has been completed and a staffing complement change issued.

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GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET**3. Activity on Discontinued Service Retirements - FY 1971:**

	<u>Civil Service</u>	<u>CIARDS</u>	<u>Total</u>
Applications Received FY 71	50	23	73
Effective July through November	38	15	53
Effective Remainder FY 71	12	8	20
Declared Intent for FY 71	5	4	9

4. Reserve Affairs: Major General Clifford B. Drake, Assistant Chief of Staff, G-3, Headquarters, USMC, has accepted an invitation to address the Joint Military Reserves at 1745 today, 30 November 1970. General Drake will discuss the current developments in the U. S. Marine Corps, including current organization and techniques for conduct of Air-Ground Operations.

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 Acting Director of Personnel
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